

Report Checklist		Self		Peer		Teacher	
		Yes	No	Yes	No	Yes	No
Title Page	__ Correct capitalization __ Correct spelling __ Name in lower right hand corner __ Date in lower right hand corner						
Sources	__ At least 1 book __ At least 1 article (magazine, newspaper, or electronic) __ At least 1 encyclopedia entry __ At least one primary source						
Body	__ Page numbers in upper right hand corner except page 1 __ Double-space the body of the paper __ Indent new paragraphs five spaces __ Paper should be clean and neat						
Works Cited	__ Indent the second line of each citation by 5 spaces __ Double-space each citation __ Each entry follows correct format __ Alphabetize each citation beginning with the author's last name						

Please note that these combined elements create the formatting for the paper. Individual instructors or schools may vary regarding these stylistic decisions. It is always wise to consult with your teacher before beginning this part of a report.



SAMPLE SOURCE CARD

Please remember that three or more source cards are required for this project. Each card should be from a different type of source: book, article (electronic is acceptable), and encyclopedia.

Front of the source card:

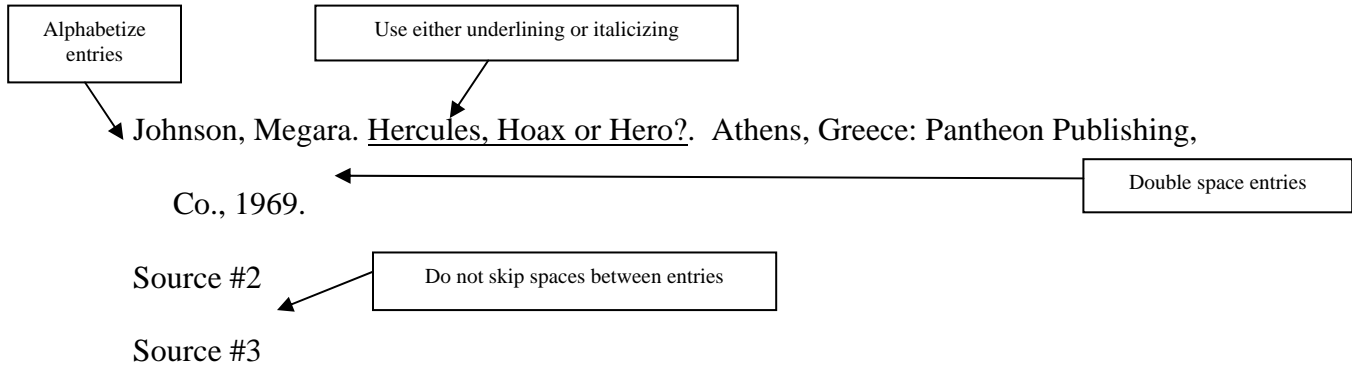
Broad topic: Mythology Source card #: 4 Narrow topic: Hercules
Source Information
Title: Hercules, Hoax or Hero? Author: Megara Johnson Publisher: Pantheon Publishing, Co. City where published: Athens, Greece Copyright date: August 29, 1969 Page numbers where information was obtained: 78-79

Back of the card:

Helen Troy January 1, 2000

Works Cited Example

Works Cited



Works Cited List

Each source you cite in the essay must be in your list. The list gives the reader the necessary information to locate and read any source you have cited in your paper.

Here are two examples of how the above source looks in the body of a paper:

1

Troy states that "Hercules is the son of Zeus" (78).

2

As the myth has traveled down through the passage of time some things have remained the same, such as, "Hercules is the son of Zeus" (Troy 78).

Baffling Bibliographies

Several major styles guide a writer in citing sources during the writing process. For this paper, use MLA (Modern Language Association). Essentially, this style guide is concerned with giving the author proper credit.

The following examples show how the MLA style's basic format is to use the author's last name and the page numbers where to find the information. Use this type of citation in the body of the paper. It follows any quotation, summary, or paraphrase of an author's information. To give the author credit for his/her ideas, use the MLA style. Review these examples to follow during writing:

Work by one author (Smith 58)
Work by more than one author (Wright and Brown 63)
Works with no author such as encyclopedia ("Fossil Find" 24)

Guidelines: for the Works Cited List

- (a) Alphabetize the works cited beginning with the author's last name,
- (b) Double-space entries,
- (c) Center Works Cited at the top of the page,
- (d) Select use of underline or italics to be used consistently for titles,
- (e) Do not skip spaces between entries,
- (f) Pay careful attention to punctuation and capitalization,
- (g) Indent by 5 spaces the second or third lines of each citation,
- (h) Include only the sources that were used in writing the report,
- (i) If no author's name is given, use the first word in the title
- (j) If any exceptions occur, ask the teacher for further instruction.

Let's Give It a Try!

Directions: Use the information given here and notes taken in class to complete the tasks below.

A

[Using your own paper] With your group, create a practice works cited page using the entries below. Check to make certain you have followed the guidelines prescribed in items a - j on the previous page.

B

[Using the attached form] While working with your group, notice how the source information was organized into Works Cited entries. List at least eight characteristics of an entry.

Example

Entries must contain the name of the publishing company or entity.

C

[Using the attached form] Also, with your group, create a source card for **ONE** of the entries below.

Book Entry

Doo, Scooby. My Life as a Dog. Scaryville: MysteryVan Books, 1967.

Magazine Article Entry

Zeeno, Griffin, Jr. "Blue's Clues Got the Blues." Thinking Chair Magazine Oct. 1996: 42-67.

Encyclopedia Entry

"Dinosaurs." Encyclopedia Tyrannosaurus Rexa. Ed. Archie Ology, et. al. Land Before Time, North America: Pterodactyl Publishing, Co., 1992 ed.

Web Site Entry

Tiberius, James. "Captain Kirk Is the Coolest." Trekkies of the World Unite. 1990. Space Camp University. 1 August 1994.

<<http://www.TrekWorld.uspace.edu/kirk/>>.

Characteristics of Works Cited Entries:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Source Card

Broad topic: _____

Narrow topic: _____

Source Information

Title: _____

Author: _____

Publisher: _____

City where published: _____

Copyright date: _____

Page numbers where information was obtained: _____

For electronic sources include:

URL address: _____

Date site was accessed: _____

Name of the Web site: _____